

CONFIDENTIAL

Executive Registry
63-516

OFFICE OF THE DIRECTOR

act. memo

Action Memorandum No. A-164

Date 16 January 1963

TO : Deputy Director/Intelligence
Deputy Director/Plans
Deputy Director/Research
Deputy Director/Support
Comptroller
Inspector General
General Counsel

SUBJECT : Coordination of Reports before Presentation to the Director

REFERENCE:

1. This memorandum is a gentle reminder to all addressees that reports on any subject, substantive or operational, should be coordinated by the originator with any other component having any interest in the matter. The occasion which precipitates this memorandum was a review at the Director's staff meeting on 16 January concerning the activation of high performance radars in Cuba, on which the DCI had been previously briefed. Unfortunately, the original briefing apparently gave the DCI an inaccurate impression of the true situation--an impression which he conveyed to higher authority.

2. In order to prevent a recurrence of this episode, please insure that a conscientious examination is made of each document leaving your office for the Director's office to guarantee that all other units concerned have been consulted and their views are reflected.

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Lyman B. Kirkpatrick
Executive Director

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SUSPENSE DATE:

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
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<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Ex Dir	16 Jan 63

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